Administrative Communications

104.1 PURPOSE AND SCOPE

Effective communications within the Office are critical to the accomplishment of the mission of the Office and the effective operation of the correctional facility. Administrative communications of this office are governed by the following policy.

104.2 POLICY

The Thurston County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

104.2.1 POST ORDERS

Post orders may be issued to specific facility assignments for the purpose of organizing reoccurring tasks by the hours they occur.

104.3 CONSISTENCY MANUALS

Consistency manuals provide guidance to members on how to implement specific tasks at various facility assignments. Members are required to adhere to consistency manuals guidance.

104.4 BUREAU DIRECTIVES

Directives may be issued periodically by the corrections administration to provide guidance to members for specific issues.

104.5 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Sheriff to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations or other changes in status.

104.6 NOTIFICATION THROUGH COUNTY ELECTRONIC MAIL SYSTEM

The Thurston County Sheriff's Office Corrections Bureau will utilize the county electronic mail (e-mail) system to notify members of policies and procedures, Management Team Minutes, and other information and directives necessary to promote and maintain efficient and effective operations in the Thurston County Corrections Facility (TCCF), Correctional Options, and the Satellite Holding Facility. Other areas where corrections staff may be assigned. (ex: Chandler Court.)

104.7 CORRESPONDENCE

All office correspondence is to be written in a clear, concise manner, consistent with the report formats and guidelines prescribed in this policy and reflecting the highest possible quality in organization, grammar, punctuation and spelling.

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All external correspondence shall be on Office letterhead. All Office letterhead, including all digital facsimiles of the letterhead, shall bear the signature element of the Sheriff or the authorized designee. Personnel should use Office letterhead only for official business and with the approval of their supervisors.

104.8 SURVEYS

All surveys made in the name of the Office shall be authorized in advance by the Sheriff or the Chief Deputy of Corrections.

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